

DETAILED INSPECTION CHECKLIST

FA SC STMT TEXT

- 316 FRAUD, WASTE, MIS-MANAGEMENT (FWM) OVERSIGHT AND HOTLINE
Functional Area Manager: IGA
Point of Contact: LtCol Michael J. Sutherland
(DSN) 664-4515/4526 (COML) 703-604-4515/4526
E-mail: michael.sutherland@usmc.mil
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- 316 01 RESPONSIBILITIES
- 316 01 001 Has the command designated a special staff officer as the Command Inspector General (CIG) responsible for the command Hotline Program to combat Fraud, Waste, and Mis-management (FWM)?
Reference
MCO 5430.1, par 3a(1)(e)
- 316 01 002 Has the CIG established a local command Hotline Program that includes a command Hotline telephone number?
Reference
MCO 5370.8, par 4a(2)(b)5
- 316 01 003 Has the CIG ensured prompt, responsible, and impartial processing of hotline allegations tasked by the Inspector General of the Marine Corps (IGMC)?
Reference
MCO 5370.8, par 4a(2)(b)4; Marine Corps Inspector General Program – Assistance Guide, sect 1-3
- 316 01 004 Has the CIG ensured that all incidents of a criminal nature are reported immediately to the PMO/CID and referred to NCIS, as appropriate?
Reference
SECNAVINST 5370.5B, par 7g
- 316 01 005 Has the CIG reported all Special Category Hotline complaints to the IGMC?
Reference
MCO 5370.8, par 4a(2)(c)
- 316 01 006 Has the CIG reviewed all Hotline Completion Reports (HCR) forwarded to IGMC to ensure quality including: independence, timeliness, completeness, and accountability?
Reference
MCO 5370.8, par 4b(4) and (5)

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316 02 RECORDS MANAGEMENT

- 316 02 001 Has the CIG entered all command Hotline cases into the Case Management System (CMS) (current replacement for ODIN)?
Reference
MCO 5370.8, par 4a(2)(b)3
- 316 02 002 Are assistance case records and all supporting documentation retained for 2 years after the date of final action and then destroyed?
Reference
SECNAV M-5210.1, sect 5000, par 2 (NOV 2007)
- 316 02 003 Are investigative case records and all supporting documentation retained on site for a minimum of 2 years after the date of final action, then either retained or sent to a government storage facility for an additional 8 years, and then destroyed?
Reference
SECNAV M-5210.1, sect 5041, par 1 (NOV 2007)
- ### 316 03 HOTLINE PROGRAM
- 316 03 001 Are Department of Defense Hotline Complaints brought to a conclusion within the required period?
Reference
DoDD 7050.1, par 6.2.1 and 6.2.5 (DEC 2007)
- 316 03 002 Is the Command Inspector General ensuring prompt processing, controlling, examining, independent and objective reviewing, and reporting of all allegations referred for action through the Defense Hotline and the IGM/CIG Hotline?
Reference
DoDD 7050.1, par 6.2.1 (DEC 2007)
- 316 03 003 Do the Command Inspector General case files contain documentation that supports the findings and conclusions contained in the Defense Hotline Completion Report, to include the Defense Hotline referral, the Defense Hotline Completion Report, a description of the actions taken by the examining official to determine the findings, the complete identity of all witnesses, the date of and information relayed during interviews, specific details, and locations of all documents reviewed during the examination, and a description of any other actions the CIG took as a result of the inquiry?
Reference
DoDD 7050.1, par 6.2.6 (DEC 2007)

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316 04 COMPLAINANT IDENTITY PROTECTION

316 04 001 Are controls established which provide maximum protection for the identity of all persons using the Hotline?

Reference

DoDD 7050.1, par 6.2.3 (DEC 2007); DoDD 7050.06, par 4.2;
SECNAVINST 5370.5B, par 6c